

ATTACHMENT A

ACT Administration Guidance

ACT State Testing
Standard Testing Requirements

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ACT STATE TESTING

STANDARD TESTING REQUIREMENTS

*All schools must meet these standard testing requirements.
This document does not replace the comprehensive instructions in the Supervisor's Manual.*

Facilities

- ◆ Choice of test rooms for standard time administration
 - Uncrowded seating – prefer classrooms with 25-30 examinees
 - Manageable security – prefer no more than 100 examinees in one room (if more than 100, see personnel requirements below)
 - Good lighting, comfortable temperature, quiet atmosphere
- ◆ Adequate writing surfaces
 - No lapboards permitted; temporary surfaces resting on chair arms or back of chair in front must be reviewed and approved by ACT prior to use
 - Must accommodate both test booklet and answer document
- ◆ Seating arrangements (requirements apply equally to desks and tables)
 - Seats must be assigned by testing staff as students enter room
 - Minimum of 3 feet apart side-to-side (measured shoulder-to-shoulder)
 - Minimum of 3 feet apart front-to-back (measured head-to-head)
 - All students must face the **same** direction, directly behind one another
- ◆ Freedom from distractions
 - No one not involved in testing may be in the room
 - Uninterrupted period of 3 1/2 hours minimum required
 - No unnecessary noises (bells, public address system, etc., must be turned off)
 - Test rooms must be separated from regular school activities

Personnel

- ◆ Test (and back-up) supervisors have access to secure test materials prior to testing. To avoid the appearance of a conflict of interest—and to protect relatives (including siblings, children, stepchildren, grandchildren, nieces, nephews) and wards from allegations of impropriety—test supervisors (and their back-ups) may **not** be related to **any** examinee participating in state testing with standard time this year **anywhere** in the state.
- ◆ Required number of qualified assistants per room—1 room supervisor required for each room, **plus** 1 proctor for every 25 examinees in the room after the first 25 (i.e., 26-50=1; 51-75=2; 76-100=3)
- ◆ To avoid the appearance of conflict of interest, testing staff may **not** be:
 - Involved in ACT test preparation outside of normal school responsibilities
 - Enrolled in high school
- ◆ Room supervisors and proctors may **not** assist in a room where any relative is being tested

- ◆ Adequate training for all staff
 - Testing staff must have read and be familiar with the *Supervisor's Manual*
 - A local training session for all staff is required before testing
 - Each room supervisor must have a complete copy of the *Supervisor's Manual* in the test room
- ◆ Attentiveness during testing—testing staff must:
 - Focus on monitoring tests (reading, grading papers, other personal work **not** permitted)
 - Circulate frequently around the room to monitor examinees
 - Recognize the potential for prohibited behavior and take action as instructed in *Supervisor's Manual*
- ◆ Exact compliance with *Supervisor's Manual* required, including reading spoken instructions verbatim

Security

- ◆ All test sites must test on the designated test days with testing as the first activity of the morning, (begin verbal instructions **no later than 9:00 a.m.**). Students whose schedules normally start earlier or later including night school students must adjust to meet this requirement.
- ◆ Constant security of materials
 - Receipt, check-in, and verification of test booklets by serial numbers
 - Restricted access at **all** times from moment of receipt to return (documented “chain of custody”)
 - Answer documents not returned to students after test responses gridded
 - Immediate and complete return of all materials to ACT
- ◆ Proper identification of examinees by room supervisor (personal recognition or photo ID)
- ◆ Direct consultation with ACT to handle administration irregularities

Exact timing of tests

- ◆ More than one timepiece must be used in each room to ensure backup
- ◆ Time remaining may not be posted
- ◆ Announcement of five minutes remaining must be read verbatim from the *Supervisor's Manual*

Documentation of test day procedures

- ◆ ACT State Testing Staff List returned for each school with answer documents
- ◆ Test Roster, Seating Diagram, Test Booklet Count Form, and Testing Time Verification Form returned for each room
- ◆ Supervisor's Report Form completed accurately under which are answer documents returned for scoring
- ◆ Irregularity Report Form(s) returned with any voided answer documents attached



Summary of Test Administration Policies for the ACT – State Testing

The following ACT policies must be followed by all testing staff for state testing:

Standardized Procedures

ACT State Testing must be administered **only** on the day and at the time for which state testing is scheduled. ACT provides detailed directions for selecting appropriate testing facilities and staff, protecting the security of test materials, and administering the test in a standardized manner. All testing personnel are required to read the materials provided by ACT, including the *Supervisor's Manual of Instructions*, and to conduct each administration in compliance with ACT's procedures. Adherence to ACT's standardized procedures is mandatory. In cases of suspected or documented testing irregularities, all testing staff are obligated to cooperate fully with ACT in subsequent investigations and respond to ACT's requests for information in a timely manner.

Attentiveness

Testing staff must remain attentive to testing responsibilities throughout the entire administration. Reading (except the manual), grading papers, talking casually with other staff, or engaging in any activity not directly related to the administration is not allowed.

Staff must walk around the test room to ensure examinees are working on the correct test and recording their answers on the correct section of the answer folder. Moving around the test room also makes staff available to answer procedural questions, respond to illness, or replace defective test materials. It also discourages prohibited behavior.

Confidentiality of Examinee Information

Testing personnel are not permitted to share information about examinees or the test administration itself, with any party other than ACT. Information about examinees is confidential (including their names). Testing staff must not make copies of any documents containing individually identifiable information about examinees or use such information for any purpose other than administering the test. Questions from any source other than ACT or the designated state education agency concerning attendance or procedures followed on test day are to be referred directly to ACT or the state agency.

Test Preparation

Due to potential conflict of interest, those involved in test preparation activities for the ACT at any time during the current testing year (September 1 through August 31) may not serve as testing personnel. ACT recognizes that the normal duties of a counselor or teacher may involve some responsibilities for test preparation. These activities by teachers or counselors are **not** a conflict of interest, *provided they are part of job responsibilities specifically defined by one's employer and the employer is not a commercial enterprise.*

Testing Relatives

To avoid the appearance of a conflict of interest and to protect testing staff and their relatives or wards from allegations of impropriety, an individual may not serve as Test Supervisor or Back-up Test Supervisor for the state administration of the ACT, or have access to secure test materials prior to test day, if a relative (i.e., child, stepchild, grandchild, niece, nephew, sibling, etc.) or ward will be testing *anywhere* in the state.

Because Test Supervisors have prior access to secure test materials, if a relative or ward will be testing at any school in the state this year, the Test Supervisor must delegate all supervisory responsibilities, including the receipt and return of test materials, to a qualified colleague and notify ACT of this action prior to the test day.

In addition, if an examinee is testing at the same school where a relative or guardian is serving as a room supervisor or proctor, that examinee must not be assigned to test in a room where his or her relative or guardian is working.

ACT scores for an examinee will automatically be cancelled if:

- (a) **that examinee is found to have tested on the same test date on which a relative or guardian served as a Test Supervisor at any school or had access to secure test materials prior to test day or**
- (b) **if that examinee tested in a room in which a relative or guardian served as a room supervisor or proctor.**

Security of Test Materials

Test materials must be kept in a locked, secure area, such as a vault or non-portable cabinet in a locked, limited access room. Only the Test Supervisor, Back-up Test Supervisor, and possibly a few specifically authorized persons may have access to the area. The Test Supervisor must protect the materials from damage, theft, or loss, and from conditions that could allow prior access to the tests.

ACT test forms are copyrighted and cannot be photocopied, used for any purpose other than state testing, or opened by any person other than the examinee on the test date. Scores earned by examinees who may have had advance access to test content will be cancelled, and will not be provided to examinees or to educational institutions.

NOTE: *This summary is not intended to be all inclusive. The Supervisor's Manual of Instructions provides more complete policy and procedure information.*

All testing personnel are required to read the Supervisor's Manual and to comply with all policies and procedures described therein and in any supplemental policy statements provided by ACT. Please contact ACT if you have any questions regarding ACT's test administration policies.

ACT State Testing Test Supervisor and Back-Up Test Supervisor Qualifications and Responsibilities—Spring 2007

The Test Supervisor and Back-up Test Supervisor for ACT State Testing must assume important professional responsibilities to protect the integrity of all secure test materials and to ensure that all examinees at your school are tested under the same conditions as examinees at every other school offering the ACT as part of state testing.

To serve as the Test Supervisor or Back-up Test Supervisor, an individual must meet *all* of the requirements below:

1. Not be related to or guardian of **any** examinee participating in the statewide administration of the ACT with standard time **anywhere** in the state this year. (Relatives include children, stepchildren, grandchildren, nieces, nephews, siblings.)
2. Be proficient in English.
3. Be experienced in testing and measurement.
4. Be a staff member of the school.
5. Have control over locked, limited-access storage at the school to secure the test materials.
6. Ensure that the tests are administered in strict compliance with all policies and procedures as documented in the *Supervisor's Manual*.
7. Not be engaged in test preparation activities for the ACT at any time during the current testing year (September through August), except as specifically required by school contract. The normal duties of a counselor or teacher are **not** a conflict of interest, *provided they are part of job responsibilities specifically defined by one's employer and the employer is not a commercial enterprise*.

The primary responsibilities of the Test Supervisor (and Back-up Test Supervisor if the Test Supervisor cannot fulfill the responsibilities) include the following:

1. Newly appointed Test Supervisors and Back-up Test Supervisors must attend a mandatory half-day training workshop conducted by The State Department of Education and ACT staff to be held in January and February. For staff previously trained, attendance is recommended for updated information, but not mandatory.
2. Read and follow exactly all policies and procedures in the *Supervisor's Manual*.
3. Arrange for all students to complete non-test sections of their answer folders in a supervised session at school **before** test day. Affix bar code labels to examinees answer folders prior to test day.
4. Arrange for all students to test on the designated test dates with testing as the first activity of the morning, (begin verbal instructions **no later than 9:00 a.m.**).
5. Make arrangements for test rooms that meet standard testing requirements, including uncrowded seating facing the same direction, manageable security, good lighting and ventilation, adequate writing surfaces, and required space between examinees.
6. Ensure test rooms are free from distractions during the test session (bells, public address system turned off, etc.) and separated from regular school activities.
7. Receive, check-in, and ensure security of test materials from receipt until return. Take steps to protect materials from damage, theft, or loss, and from conditions that could allow prior access to the tests.
8. Identify a sufficient number of qualified assistants to serve as room supervisors and proctors. One room supervisor is required per room, plus one proctor for every 25 examinees in the room after the first 25. All testing staff must be proficient in English, may **not** be involved in ACT test preparation outside of normal school duties, and may not be enrolled in high school. No room supervisor or proctor may assist in a room where a relative is testing.
9. Conduct training for all testing staff before the test dates, including a complete review of the *Supervisor's Manual*.
10. Ensure all testing staff remain attentive to testing responsibilities throughout the entire administration, including accurate timing and monitoring for prohibited behavior.
11. Complete, verify, and return all required reports, seating diagrams, forms, answer documents, and test booklets immediately after testing.
12. Document all irregularities and consult directly with ACT (or The State Department of Education), as appropriate, regarding actions to be taken.
13. Cooperate fully with The State Department of Education and ACT, as appropriate, to investigate and resolve suspected or documented irregularities.

ACT State Testing

Test Accommodations Coordinator

Qualifications and Responsibilities—Spring 2007

*One individual at the school will need to serve as the Test Accommodations Coordinator for ACT state testing. This individual may be the appointed Test Supervisor, Back-up Test Supervisor, or a different staff member. The individual must meet **ALL** of the following qualifications and agree to the listed responsibilities.*

Qualifications

The Test Accommodations Coordinator must meet *all* of the requirements below:

1. Not be related to or guardian of **any** examinee participating in the statewide administration of the ACT with accommodations **anywhere** in the state this year. (Relatives include children, stepchildren, grandchildren, nieces, nephews, siblings.)
2. Be proficient in English.
3. Be experienced in testing and measurement.
4. Be a staff member of the school.
5. Have control over locked, limited-access storage at the school to secure test materials.
6. Ensure that the tests are administered in strict compliance with all policies and procedures documented in the *Supervisor's Manual* provided by ACT.

To avoid the appearance of a conflict of interest and to protect both the examinee and testing staff from allegations of impropriety, the Test Accommodations Coordinator must also:

1. Not be a private consultant or individual tutor whose fees are paid by a student (or the student's family) for whom accommodations are requested.
2. Not be engaged in test preparation activities for the ACT at any time during the current testing year (September through August), except as specifically required by school contract. The normal duties of a counselor or teacher are **not** a conflict of interest, *provided they are part of job responsibilities specifically defined by one's employer and the employer is not a commercial enterprise.*
3. Not be involved in coaching high school or college athletics (applicable only if any student requesting accommodations participates in athletics). This qualification is in place to protect testing staff who administer the test to students individually or in very small groups without other testing staff present.

Responsibilities

Primary responsibilities of the Test Accommodations Coordinator include:

- Determine which grade 11 students need to apply for accommodations, complete a request form for each, gather required signatures, and compile documentation.
- Ship completed accommodations request forms as a group to arrive at ACT no later than the required deadline (**February 1, 2007**), along with a completed Test Accommodations Coordinator Header.
- Provide timely response to requests from ACT for additional information about individual students.
- Newly appointed Test Accommodations Coordinators must attend a mandatory half-day training workshop conducted by The State Department of Education and ACT staff to be held in January and February. For previously trained staff, attendance is recommended for updated information, but not mandatory. Train staff assigned to assist with the administration of tests to students approved for accommodations.
- Check-in all secure test materials shipped for students testing with accommodations and, in consultation with Test Supervisor, maintain security while materials are at the school.
- Arrange for all students to complete non-test sections of their answer folders in a supervised session at school **before** the test day. Affix bar code labels to examinees answer folders prior to test day.
- Arrange for all students to test within designated accommodations testing window using only the authorized accommodations and materials assigned to each student.
- Read and follow exactly all policies and procedures in the *Supervisor's Manual*.
- Personally administer or assign testing staff who meet all qualifications listed above to administer tests according to instructions specified in the *Supervisor's Manual*.
- Complete, verify, and return to ACT all required reports, seating diagrams, forms, answer documents, and test booklets/alternate formats immediately after the testing window.
- Document all irregularities and consult directly with The State Department of Education or ACT, as appropriate, regarding actions to be taken.
- Cooperate fully with The State Department of Education and ACT, as appropriate, to investigate and resolve suspected or documented irregularities.